



Welcoming New Employees



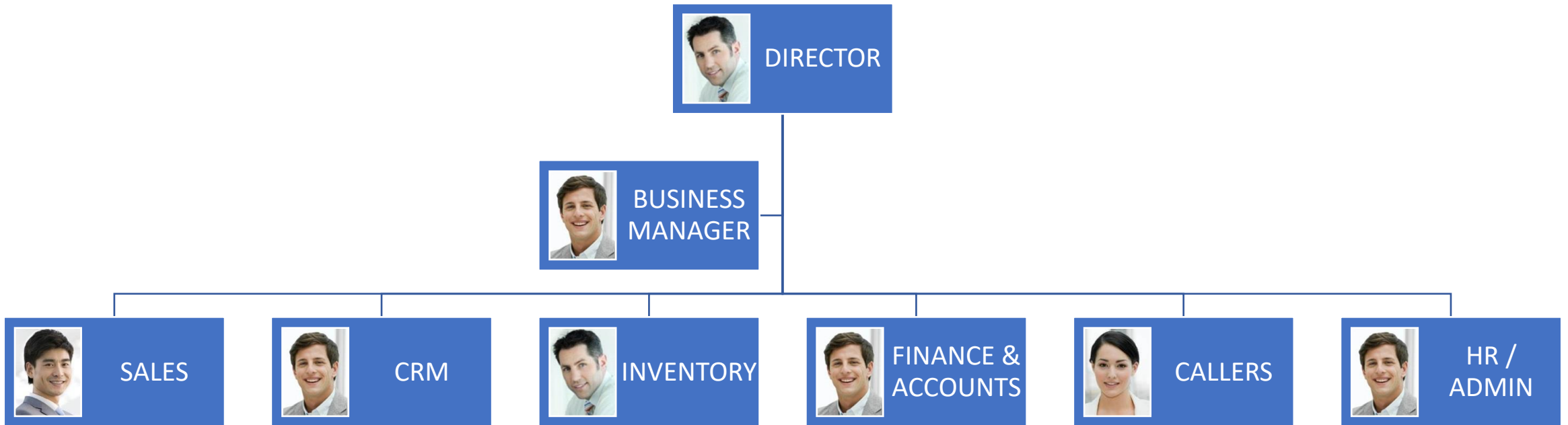
THE  
**PROP KING**<sup>TM</sup>  
REALTY

- We are Authorized channel partner of **Adani Shantigram , Godrej Garden City , Savvy Swaraaj** and Other
- First priority of Organization Sell Township Properties and then other projects....
- Every Years Sales Transaction in Township 80 Units and other projects 20 Unit. Rental Desk 100 Transaction won within a year.



THE  
**PROPKING**<sup>TM</sup>  
REALTY

# Organization Chart



# STRENGTH OF THE PROPKING REALTY TEAM



- Company was Founded on 2012.
- Maximum Inventory available with best rate.
- Goal of Organization is that *Our team is clear on its goals and we are incentivized through compensation structure and recognition. With that foundation, we can apply our personality and values to define how we will accomplish those goals*
- Next agenda of Organization Cover area S.G.Highway and Surrounding
- Organization will tip up with new Builders and Developers

# Sales Representative - ROLE & GOAL

- **We have an excellent opportunity for Tele Caller in one of our Professional company which is into Real Estate Broking firm.**
  - Cold calling and reaching out to prospective customers and getting inquiries
  - Sales presentation to the clients for better clarity to them.
  - Follow up with the prospects thoroughly building client- company relationship which will lead to a long lasting and fruitful business venture.
  - Email & WhatsApp for New Update to Client
  - We are hiring an energetic and engaged Tele caller to help our sales team by reaching out to prospective Core Sales team. The Tele caller will be provided with a list of contacts and is expected to speak with potential Client on a daily basis. Apart from fixing meetings, the tele caller should also capture important notes during conversations to facilitate learning and development.
  - To be successful Tele caller, you should be able to convince the prospects for a meeting with our Sales Team. A remarkable Tele caller will suggest ways in which clients' feedback can be utilized to improve our services.
  - Sourcing new sales opportunities through inbound lead follow-up and outbound cold calls.
  - Convince/encourage clients for site visit.
  - Actively pursue leads and convert them to Come for site Visit.
  - Manage sales leads by providing response to clients maintaining high quality of services and performance standards.
  - Actively pursue leads and convert them to sale.
  - Analyse client requirements and assist them with their quires and clarifications.
  - Build an on-going relationship with existing clients and potential clients.
- **Reporting:**
    - Reporting to the manager effectively and timely.
    - Coordinate with other departments to maintain smooth flow of business.

# Requirement ;

- **Greetings of the day!**
- **Should have interest to work in real estate industry**
- Female candidates only preferred for the position
- We are looking for an enthusiastic, excellent Female Tele sales Representative to contribute in generating sales for our company. You will be responsible for closing sales deals over the phone and maintaining good customer relationships.
- Bring your first step towards success.
- Proven track of successful sales record
- Ability to work independently combined with excellent interpersonal skills
- Strong sales, negotiation and communication skills
- Pleasant and trustworthy
- MS Office familiarity
- Generating prospects and business for the company.
- Looking for a hard core performer in selling Residential and commercial Property.
- Client service delivery and engagement- calls, meetings, presentations etc.
- Financial and Strategic Analytical skills are desirable.
- Ensure timeliness and accuracy of deliverables such as timelines, cash flows, presentations and approvals.
- Manage the preparation of marketing materials such as presentations, proposals , share brochures etc.
- Develop and execute parallel strategies for business development, working alongside Line Mangers in the group.
- Ensuring optimum client service delivery and engagement- calls, meetings, presentations etc.
- Should be good at coordination
- Should exhibit team spirit
- **Relevant work experience (Real Estate)** of minimum 1 year in outbound calling.

# Desirable Qualities-

- Aggressive business bent of mind
- Bachelor or MBA degree from Tier 1 college with minimum 2 years sales experience
- Objective problem-solving capability
- Go-getter and out of the box thinker
- PowerPoint & Excel skills
- Structured thought process
- Good communicator + good at networking with clients freely
- Pleasing personality
- Candidate would be in a better position to be employed if she knows the local language, along with Hindi and English.
- 1-2 years of experience in Customer Support Voice process/tele calling.
- Prior experience with real estate customer support would be an added advantage.
- Strong sales ability, business acumen and commercial awareness.
- Excellent customer service skills.
- Good convincing and negotiation skills.
- Good inter-personal and relationship building skills.
- Prior experience as a Telecaller in Real Estate, Automobile or Financial Services industry.
- Exposure to diverse viewpoints, cultural norms, and experiences.
- Superb verbal communication.
- Superb interpersonal, research, and record-keeping skills.

# The Culture

- Organization make a platform like ecosystem like work with **TEAM WORK.**
- **Work is such a large part of a person's life, and the benefits and support platforms that go with that work can make all the difference in how someone goes from subsisting to flourishing**
- Values





# Lets be Clear!

## Work place policies

Attendance	Compulsory
Timing	10:00 a.m. To 7:30 p.m.
Leave	4 Days in a Month
Performance Management	Must be achieve in "A" or "B" Category
How make expense claim	One Day before
Salary dates	7 <sup>th</sup> of Every Month
Reporting	Every Day before leaving office
Dress Code (if any)	Formal
Working Method	As per policy

# Do's and Don'ts

- **Do:** Dress appropriately
- **Do:** Verify that within the organization you do not have the necessary professional who will be able to do the job.
- **Do:** Write down every issue that will influence your decision and be prepared to discuss them in an open manner with Head
- **Do:** Shape a group of company employees and a team leader, who will communicate directly with Own head
- **Do:** Together with Team Leader , Supervisor , HOD , decide the GO or NO-GO
- **Do:** Prepare a written assignment and proceed with a HOD
- **Don'ts :** smoking
- **Don'ts :** If you doubt about using appropriately person or another type of external service, don't proceed before having thoroughly discussed the issue with your Director.

# Organization planning may involve some or all of these activities

- Creating a team vision
- Preparing a statement of our company values.
- Preparing a mission statement
- Offering practical sessions to give people the tools they need.
- Team building sessions to bring everyone together.

# Contact Info

- Company contact landline No. : **079 4898 2121.**
- Contact Address : The Propking Realty , The Capital , Opp. Hetarth Party Plot , Science city Road, A'Bad.
- Email : [propkingrealty@gmail.com](mailto:propkingrealty@gmail.com)
- HR Executive : **Payal : 7043339692**
- HR Head : R.K.Sharma : 8401635277